APPENDIX G

USING THE SEARCH FUNCTIONS IN E-AVIATRS

There are six ways to search in *e-AVIATRS.*

1)   Contact Cathie.Zimmerman@uscg.mil 202-475-5197. (page 11)
2)   View Mishap Reports Function (page 1).
3)   Search Mishaps Function (page 3).
4)   Advance Search Function (page 5).
5)   Abbreviated Report Function (page 9).
6)   AUXAIR Abbreviated Report Functions (page 10)

The first method takes most of the thought and work out of the process for the FSO, to use the other four you MUST understand how the database is set up, how the data looks and how the system looks at the data.

NOTE: All searches only look at reports that have been submitted to the database. Just because a mishap has appeared on the message board does not mean the unit has submitted it to the database.

The results of Methods 2 thru 5 produce individual mishap reports NOT summary data. Method 1 can produce summary data and report formats defined by the requester.

VIEW MISHAP REPORTS FUNCTION

View Mishap Reports provides four options for searching for mishap reports. All four options display the entire mishap report(s) in a canned report format (see page 9).

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1. <u>Lookup Reports by OPFAC</u>. Enter OPFAC and click GO. (See page 16 for "Looking Up OPFAC"). There are four options provided at the bottom of the screen for selecting reports.
   - ♦ A single RNO.
   - ♦ All reports for a Fiscal Year.
   - ♦ All reports for a Quarter/Fiscal Year.
   - ♦ All reports for a Month/Calendar Year.

Highlight your choice and click View Selected Report. A report screen similar to the one on page 9 will be displayed.

Examples of dropdown lists

NOTE: If there are no reports for a month, quarter or year, that choice will not appear in the dropdown list.

2. <u>Search by RNO</u>. Type in the RNO and click GO.

3. <u>Search by Mishap Date Range.</u> Enter the date range and select ascending or descending. Click VIEW.

4. <u>Lookup Reports Submitted Based on CGMS Msg</u>. Useful for seeing mishap reports submitted directly to **e-AVIATRS** (no message sent). Enter the date range and select ascending or descending for sorting the date order, then click "MSG SENT" or "NO MSG SENT." Click VIEW.

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For all four search options under View __Mishap Reports__ a report screen similar to the one on page 9 will be displayed. (See page 13 for tips on using Actuate Reports)
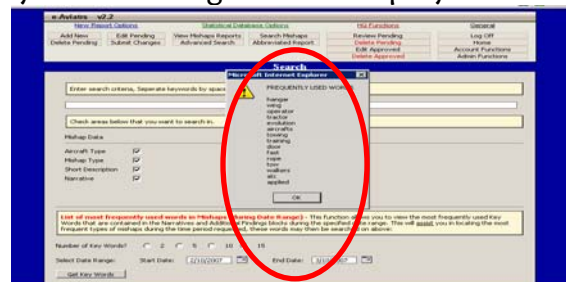
__REMINDER:__ You can only view reports that have been reviewed by HQ and submitted to the final database.

SEARCH MISHAPS FUNCTION

__Search Mishaps__ function is a very simple "*most frequently used*" word search. It searches for the most frequently used key words in the Narrative and Additional Findings fields. The "KEY WORD" table is not aviation specific, so the results are not always useful.
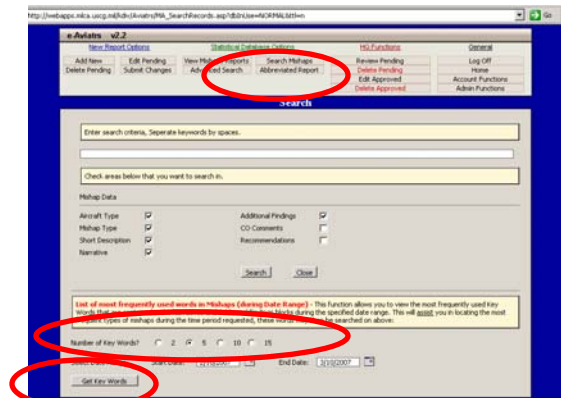

First (at the bottom of the screen) select the number of Key Words (2, 5, 10, 15) and the Date Range. Click on Get Key Words. A list of Frequently Used Words for all reports within your date range will be displayed.

__REMINDER:__ You can only view reports that have been reviewed by HQ and submitted to the final database.

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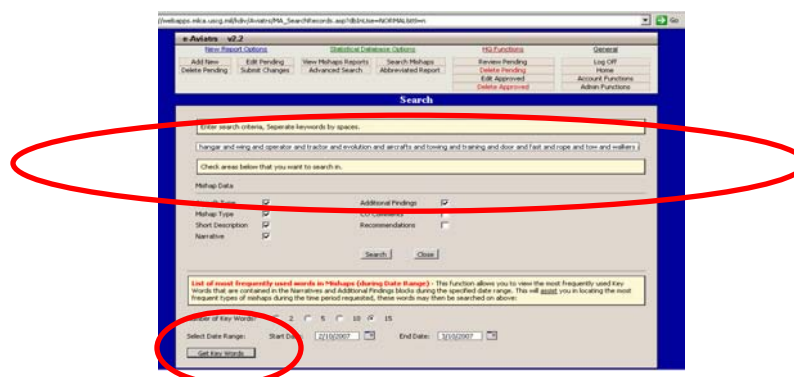
Clicking "Get Key Words" will populate the search box at the top of the page. The words will be separated by "and." Click the Fields you would like to compare with the word list.
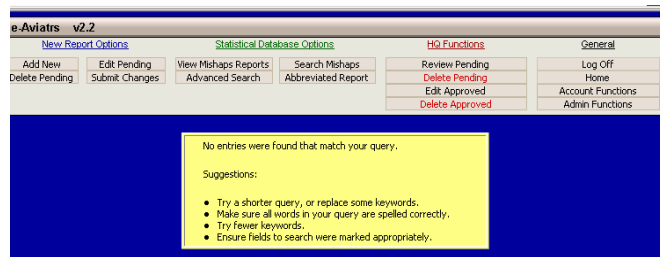
Clicking SEARCH under the Field Choices will most likely produce a no records. The "ANDs" create a search that looks for records with <u>all</u> the words in the Fields you have checked. NOT very useful.

However, by deleting words to narrow the search or replacing the "and(s)" with "or(s)", the search will produce a list of reports that have one or more of the words in the selected Fields. Perhaps a little more useful, perhaps not.
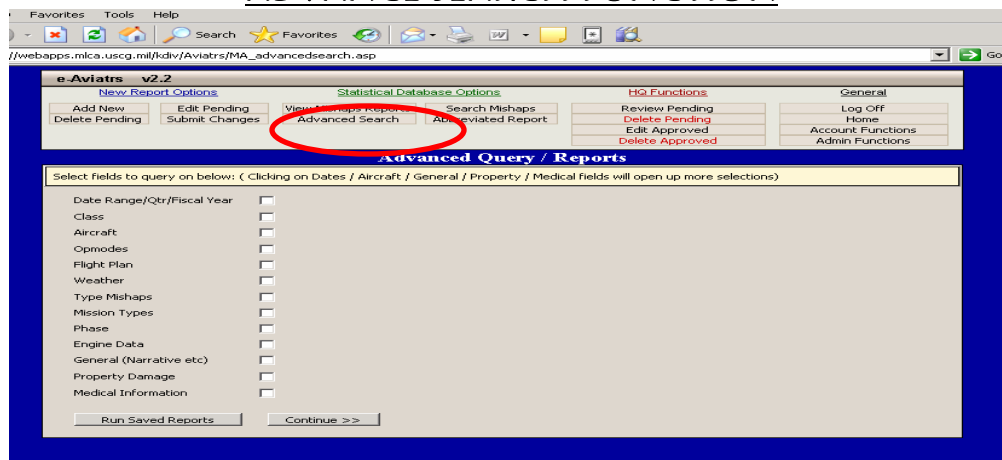
NOTE: A space between words is the same as the word "or."
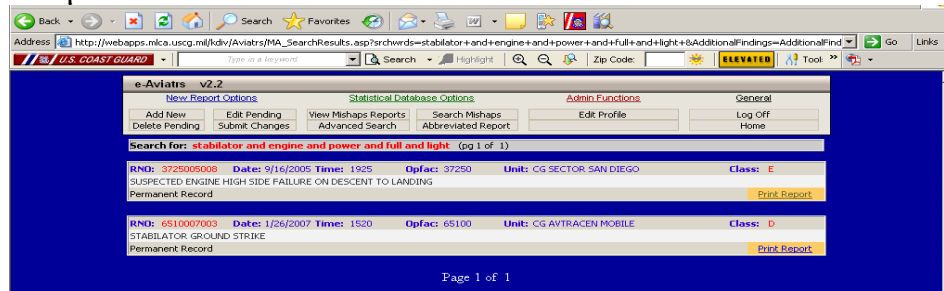
Click PRINT to view a report. Use the arrow at the bottom to page thru multiple pages. The reports screen will look like the one on page 9.

Only one report will be displayed at a time

<u>ADVANCE SEARCH FUNCTION</u>

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Advanced Search function is an ad hoc query that allows you to select the Fields you want to query, enter your search criteria and then design the report.

This screen shows all the Fields in *e-AVIATRS* that can be queried. Several categories have additional drop down lists. Click the Fields you want to search. Once you have selected the Fields to search, click on CONTINUE located at the bottom.

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Either click the choices or type in the search words/terms.

NOTE: Multiple selections can be made by holding down the CTRL key.

AND/OR BOX--Click on the green "AND" boxes to toggle between "and' and "or." Keep in mind that the "OR" essentially creates a new search. The search will look for everything before the "OR" and then search for everything after the search. "AND' looks for reports matching all parameters.

<u>REMINDER:</u> You can only view reports that have been reviewed and submitted to the final database by HQ.

You can **SELECT ADDITIONAL FIELDS** or reset your selection **RESET SELECTION** criteria by clicking the appropriate buttons at the bottom. When you are finished setting up your search criteria, click DESIGN REPORT).

TIPS ON ADVANCE SEARCH CRITERIA.

NOTE: You HAVE to read thru the narratives to be sure you have captured only the mishap reports you want.

For text fields, the following rules apply.

♦ A space between words is treated as an "OR". Any report containing any of the terms in the queried field will be returned.
♦ A plus sign (+) or the word "AND" will return any record containing all the terms in the queried field.
♦ A minus sign (-) means NOT. This will look for reports that do not contain or match the term.
♦ Placing words or terms in parenthesis (cabin door) will search for that phase in the field. A plus sign (+) means the field must contain the phase and minus sign (-) means it must not contain any of the words.
♦ <mark>No (+) or (-) before the parenthesis indicates XXXX</mark>

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Keep in mind that the text fields (MISHAP DESCRIPTION, WEATHER, NARRATIVE, ADDITIONAL FINDINGS, CO COMMENTS and PARTS) are not controlled and are entered by different people with different background. When searching text fields consider the different ways a word can be spelled or abbreviated.

For example the term "overtorque". In the MISHAP TYPE field (which is a controlled field) only the word "Overtorque" is used, but the MISHAP DESCRIPTION or any other text is not control and can contain "over torque", "over-torque", "over_torque", "overQ" "overtorgue" and even "OT".
     Other examples are
     "birdstrike", "bird strike", "B/S"
     "qty", "quantity"
     "flight", "flt"
     "light", "lit", "lt", "lite"
     "rescue swimmer", "RS", "swimmer", "AST", "ASM", "Rescueman"

There are also times when what you are looking for may not be listed in the MISHAP TYPE or MISHAP DESCRIPTION fields.

Other times a text field could say something like "the crew thought it was an overtorque" or "this event had the same symptoms as an overtorque" or 'this was not an overtorque".

Terms like "hoist", "cabin door", "injury" or "swimmer" can be used in the MISHAP DESCRIPTION but the mishap may involve something else.

Reading the narratives is very important when using the advanced search.

The **Advance Search** does not allow changing the search order of the fields . This may mean having to do multiple searches. We are looking at a couple other programs, but in the mean time, call CZ for assistance.

The **Advance Search** does not provide summary data except for a count of the records found at the top of the print out.

<u>Design Report</u>

Highlight a Field Name and click Up or Down to reorder or remove a Field.

On the **Design Form/Output** page, you are presented with 3 highlighted windows, each representing a different section of the mishap report. Double click Fields or highlight Fields and click ADD to be displayed in the final report. Fields selected

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will be displayed in both the Report Design and Fields to Print windows.

PRINT--Change the print order by highlighting a Field in the Print window and clicking Up/Down. To remove a Field from the report, select the Field and click Remove button.

SORT--You can specify how the records will be sorted by highlighting the Field in the Sort window and selecting ascending or descending. Change the sort order by highlighting a Field in the Sort window and clicking Up/Down. To remove a Field from the sort, select the Field and click Remove button.

NOTE: Certain Fields will always be printed as the report header (RNO, Mishap Date, Time, OPFAC, Unit and Class).

When you have competed designing the report, click Create Report to view the output.
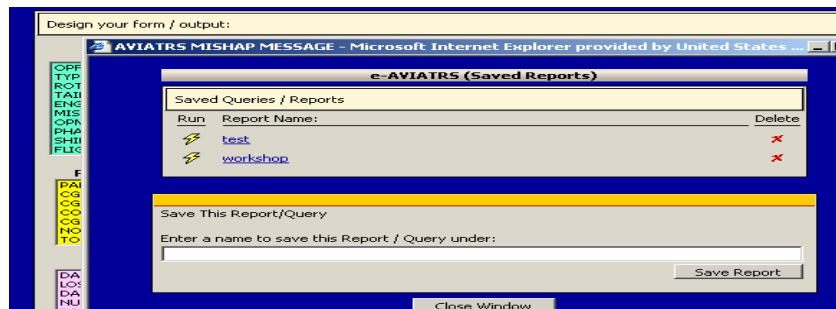
You can save the report for later use. However, the saved report CAN NOT be changed nor can the search criteria be viewed.

ABBREVIATED REPORTS FUNCTION
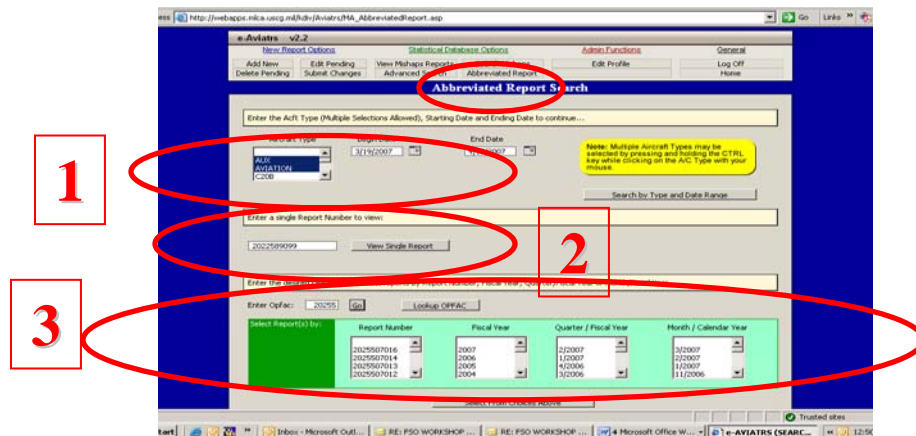
The **Abbreviated Report** function was developed specifically for HQ use and displays only the first 11 lines of the mishap report. There are three options for generating a report.

1) AIRCRAFT TYPE and MISHAP DATE range. Select AIRCRAFT TYPE and enter DATE range and click SEARCH.
2) RNO. Enter RNO and click VIEW.

3)   OPFAC and RNO (Fiscal Year, Quarter/Fiscal Year or Month/Calendar Year). Highlight your choice from the drop down lists at the bottom and click on SELECT FROM CHOICES ABOVE. (see page 16 for looking up OPFAC).

NOTE: To select multiple choices from a drop down list hold the ALT key while clicking on the choices.
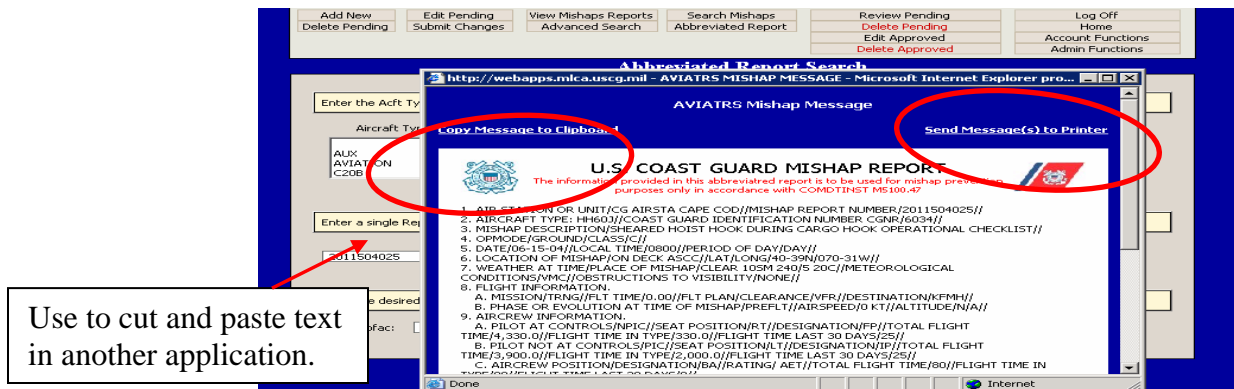
The report can be viewed on line, send to a printer or copied to a clipboard and opened in another application.

AUXAIR ABBREVIATED REPORT FUNCTION

The AUX Abbreviated Report has three options for generating a report and works just like the Abbreviated Report Function (see Page 9), but only aviation mishaps involving the AUXAIR will be displayed.

1)   AIRCRAFT TYPE and MISHAP DATE range. Select AIRCRAFT TYPE and enter MISHAP DATE range and click SEARCH.
2)   RNO. Enter RNO and click VIEW.
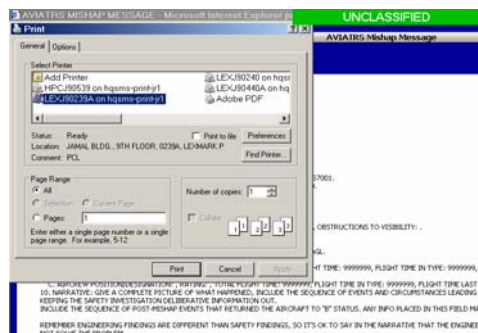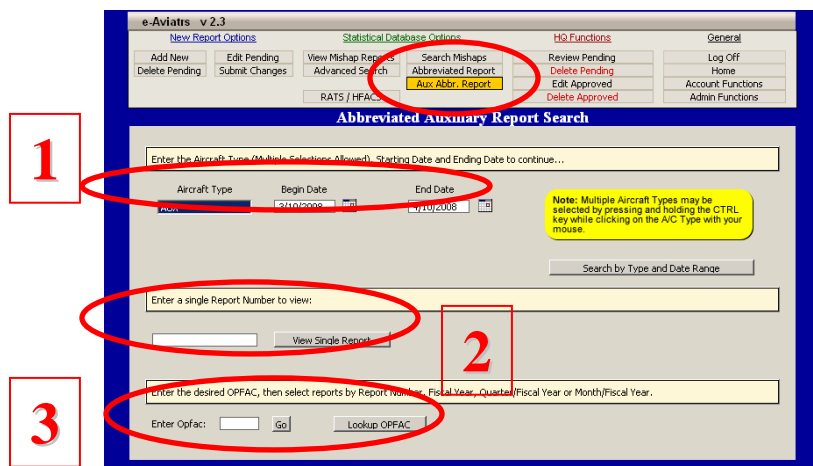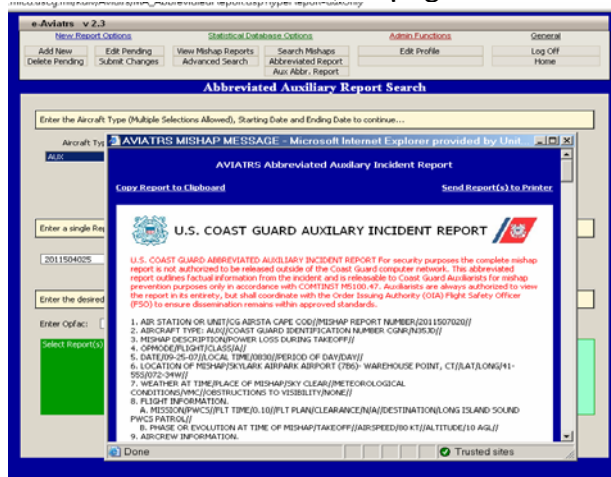3)   OPFAC and RNO, Fiscal Year, Quarter/Fiscal Year or Month/Calendar Year. Highlight choice from the drop down lists at the bottom and click on SELECT FROM CHOICES ABOVE. (see page 16 for looking up OPFAC).

The **Aux Abbr. Report** function was developed to accommodate the AUXAIR Safety Program. Most Auxiliarists do not have access CGMS and therefore do not have ready access to CG aviation mishap reports. By using the AuxAir Abbreviated Report Function aviation mishaps can be shared with the AUXAIR in a timely manner.

The abbreviated report contains only factual data and has been approved for release outside the Coast Guard system. Abbreviated messages can be distributed to Auxiliarists via the Auxiliary Aviation Standardization Team and the Auxiliary District Flight Safety Officer (DFSO).

Auxiliarists are encouraged to view CG auxiliary aviation mishap messages in their entirety and these should be available for review through the Air Station Flight Safety Officer (FSO), due to the possible privileged information content of a mishap message they can not be released outside the Coast Guard system.

CALL CZ

There are over 13,000 reports in *e-AVIATRS* dating back to the early 80's. CZ has decades of experience working with the data, knows how to weed out the chaff and how to properly search the data. CZ also knows what questions to ask and what information is needed from the requestor to get the proper data/reports. Unlike this method, the other search options in *E-AVIATRS* can not give you a

good feeling for what is and isn't going to be supported by the data, or if this type of search has already been done.

This method is more flexible and usually produces correct data with little or no aggravation. It uses the actual data in the database, so it's easier to manipulate and not restricted to the "canned" searches and reports. To use this method, be prepared to explain what you are looking for, associated words, parts replaced, symptoms, EPs maintenance actions, etc.

This method has more flexibility in designing the final report, you decide what should be included in the (summary info or text fields) and how it is sorted (date, unit, acft, etc). You can have the data produced as a text file or a spreadsheet.

Everything on the mishap message is capture in *e-AVIATRS* and then some. All fields are searchable using this method. This method uses key words, specific words, phrases, "fuzzy searches" (sounds like, associated terms or alternate words), related actions, symptoms or associated components to search the reports. Multi-layered searches are also available.

Using CZ also takes advantage of years of reviewing and working with the mishap data and knowing how things are entered or how things are related. Also has the advantage of using the "brain trust" at HQ, ATC and ARSC and others looking at and discussing the same topic. Often times, the search you are requesting has been requested by someone else.

QUESTIONS/THINGS TO THINK ABOUT WHEN REQUESTING DATA
- Is it a current or a long term problem?
- Are you trying to show something is or isn't a problem?
- Are there similar events, words or terms to look for?
- What other unit has this problem? Is your unit the only unit?
- Did we change something (equipment, procedure, parts, flight manual, etc)? Is it working? Was it the wrong fix? Has it created another problem?
- What time period? You will want enough data to do a comparison, before and after the change. (Note: 12,000+ records, dating back to the early 80"s).
- Time of year, tail number, and unit can be quite telling? Example—An East Coast unit has several incidents, no other unit does. Suddenly East Coast unit stops having problem and a West Coast unit starts having the same problems. Either an airframe or personnel moved.
- Could it be a seasonal problem (cold weather, humidity, etc)?
- Do you want to show how much it costs us each year because we haven't found a fix? Or how much cost and down time we've eliminated by changing something?

While CZ knows how to manipulate the data, you may still be relied upon for the technical stuff. You may be ask to read through the reports (most of the work has already been done, you're just the QA). Better you make the decision on the questionable reports, than exclude possible applicable reports. It is often necessary to read between the lines or fill in the blanks where the report is not

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written well, or the problem wasn't fully understood at the time the mishap report was written.
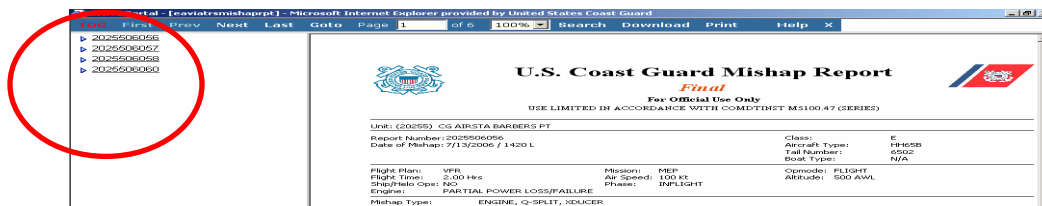
REPORT DISPLAY FOR VIEW MISHAP REPORT and SEARCH MISHAPS

All searches generate by **View Mishap Reports** and **Search Mishaps** function will produce this type of report screen.

Navigating. The reports can be read on line, use the navigation buttons (Next, Previous, Last, Goto) to move between pages.

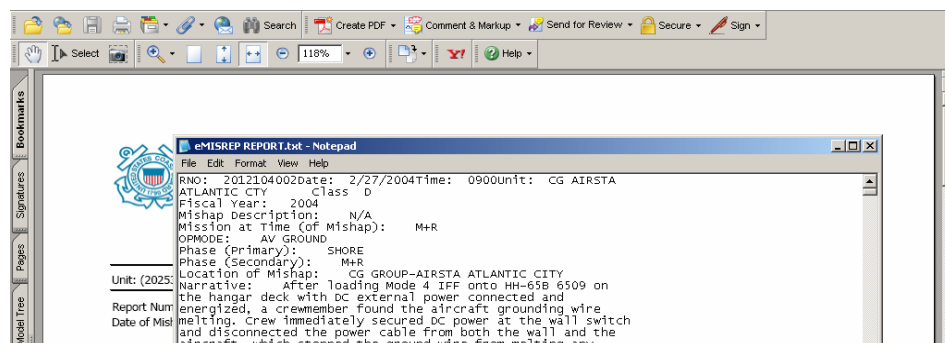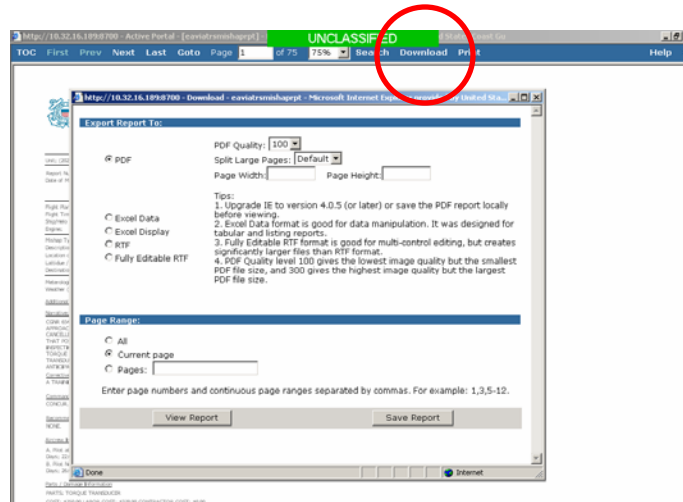**Viewing Size.** Viewing size can be altered by increasing or decreasing the %.

Table of Contents. Clicking on **TOC** in the upper left hand corner will display a list of the RNO's found by the search. Click on an RNO to go to a specific report.

Print. Converts displayed screen to PDF. Can be saved as a .PDF or .TXT file.

**NOTE:** DO NOT use the mouse right click functions.

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Download. The download function allows you to select all pages, the current page or a page range to be viewed or saved. The output can be viewed or saved as PDF, RTF or Editable RTF.

NOTE This is an off the shelf product so not everything works with our "data" (i.e. Excel Data and Excel Display options).
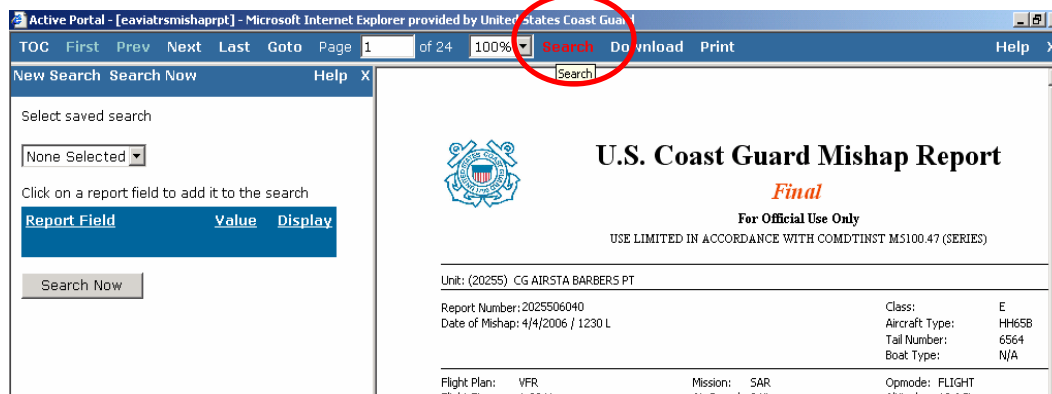
Actuate Report Search. The Search function allows you to perform searches on the search results from the initial **View Mishap Reports** or **Search Mishap**s function NOT the entire database.

Can be interesting to play with, BUT BE CAREFUL OF THE RESULTS.

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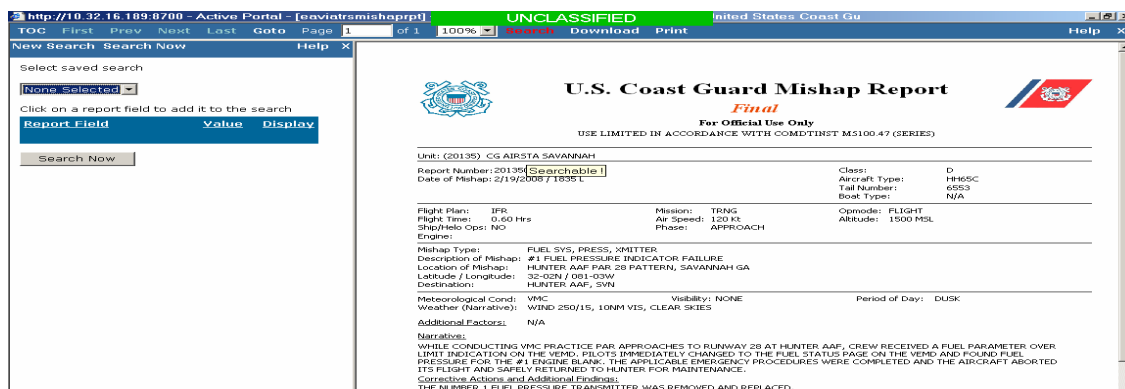
Click/Highlight a Field (not the Field Title) by moving the cursor over the Field until the hand icon and the word "Searchable!" appears and click on the field. Two things will happen, the field data will turn grey and the filed name will be added to the list on the left side. Type in search criteria in the value fields.

Keep in mind this search looks for an exact match, so you must use the "*" wild card or type the entire value (i.e. *Borin* or CG AIRSTA BORINQUEN). Check the fields to be displayed and click Search. See HELP for other operators and wildcards. If the field is left blank all reports will be returned.

Accurate Report Search assumes AND between each field. That means it will find a match only if all conditions are met. Essentially, it looks for Condition1 AND Condition2 AND Condition3, etc.

To remove a field click, the "X boxes."

NOTE This is an off the shelf product so not everything works with our "data".

The output can be downloaded to several formats (see ACURATE HELP upper right corner of screen). Only the field you have selected will be displayed.

NOTE: The Fields are NOT e-AVIATRS fields. The Fields are based on the report display.

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REMINDER. This search will only look at the results from the initial search you did in **View Mishap Reports** or **Search Mishap**s function. It is **NOT** looking at the entire **e-AVIATRS** data base.

Can be interesting to play with, BUT DO NOT DEPEND on the results. Unless you are absolute sure of what the original data looks like, the results may not be what you expected.   It will return what you asked for, but are you sure what you asked for is what you really wanted?

OPFAC Lookup

To lookup an OPFAC, click on **Lookup OPFAC**.

Type in all or part of the unit name and click SEARCH

1st Highlight unit name

Then click select

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